

MOODLE introduction

MOODLE is a web-based learning environment in which students can view information (text, pictorial, audio/audio-visual), quizzes, assignments and course news. It also allows students to upload assignment exercises – so their lecturers and tutors can assess and mark them later - and gives them the opportunity to discuss coursework via “chat-rooms” and “forums”. Not all of these resources are offered for every course: only those most suitable for the particular course offered.

Moodle can be used as an adjunct to normal, taught coursework, providing quick and easy access to a wide range of resources. Or it can be used to deliver a complete, online course in itself. This guide will describe its use for course-module delivery but you may also come across some of the features described here used as support for taught courses.

MOODLE FAQs are available at the main MOODLE web site: <http://moodle.gla.ac.uk/> (Use your student user ID and password to access this).

University of Glasgow A-Z | STAFF | ACADEMIC DEPARTMENTS | DEGREES | SERVICES | search →

home > Services A-Z > Moodle

FAQ

Moodle

Moodle is a web based e-learning system (a Virtual Learning Environment – VLE). Such systems bring together different forms of e-learning and include quizzes and chat rooms, which can take the form of virtual tutorials. Moodle also includes the facility to upload computer files so that students can submit documents (essays, reports, etc.) via their computer. Moodle is the most widely used VLE in this university.

College Moodles

- College of Arts
- College of Medical, Veterinary and Life Sciences
- College of Science and Engineering
- College of Social Sciences

Services

Students' Representative Council

IT Services Helpdesk

For Staff

Staff Moodle resources and workshops

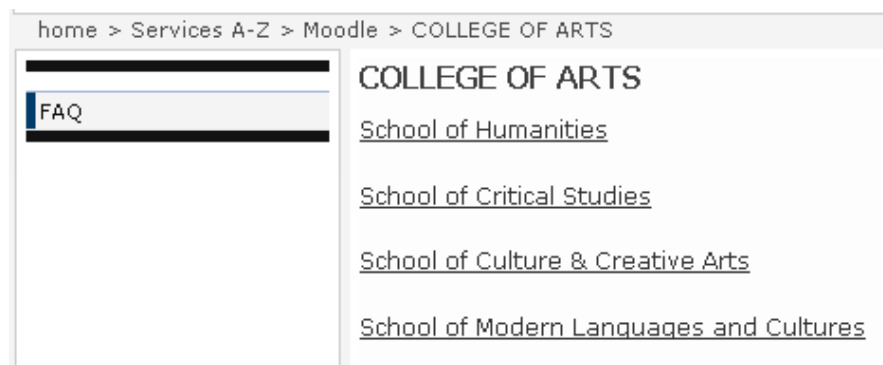
Innovations in Learning and Technology Community

If you want to access MOODLE from home, you need a networked computer and a suitable internet browser, such as *Internet Explorer*.

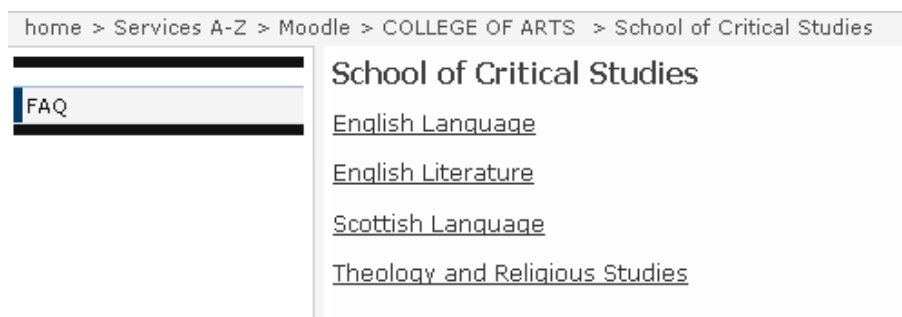
Accessing your MOODLE

You will be informed by your College/School whether any course or part of a course will be made available via MOODLE. If it is, you will be told the start-time and the heading under which it will be found on the MOODLE page. Colleges or Schools running MOODLE courses will have a link on their web pages to their own main MOODLE page.

Schools will be divided into Subject Departments and each of them may have its own Moodle page, organised under its School Moodle at the higher level. So for instance from the main Moodle page (see above) you might access the College of Arts Moodle



Under the College Moodle you'll see the links to all its School Moodles. Linking to a School Moodle will show all the Moodles for that School's Subject Departments.



Finally, access the Subject Department your course Moodle will be found in.

University of Glasgow LOG-IN | IT HELPDESK | TBD

College of Arts

arts > Course categories > **Scottish Literature** Search courses:

Course categories: ▼

Scottish Literature

Sub-categories

- [Level 1](#)
- [Level 2](#)
- [Level 3](#)
- [Honours](#)
- [Archived Courses](#)
- [International Sites](#)
- [Postgraduate](#)

There will usually be sub-categories under each subject for specific groups of students, for instance (as shown above) for Honours courses.

University of Glasgow LOG-IN | IT HELPDESK | search.university.gla.ac.uk

College of Arts

arts > Scottish Literature > Course categories > **Honours** Search courses:

Course categories: ▼

Scottish Literature / Honours

Scottish Literature Honours General Information

Staff: [Rhona Brown](#)
 Staff: [Theo Van Heijnsbergen](#)
 Staff: [Kirsteen McCue](#)
 Staff: [Joyce Dietz](#)
 Staff: [Gerard Carruthers](#)

Scottish Enlightenment: Ideas and Influences The Scottish Enlightenment: Ideas and Influences

Staff: [Gerard Carruthers](#)
 Staff: [Ronnie Young](#)
 Staff: [Joyce Dietz](#)
 Staff: [Alexander Broadie](#)
 Staff: [Ralph Richard McLean](#)
 Staff: [David Shuttleton](#)

Hons: Victorian Literature and the 1920s Renaissance 09 This moodle resource supplements the Scottish Literature Honours course entitled 'Victorian Literature and the 1920s Renaissance'.

Staff: [Gerry Carruthers](#)
 Staff: [Theo Van Heijnsbergen](#)

To choose your course, click on the named link. You will be asked to log in. You will log in using the same login as your computer/email login.

University of Glasgow LOG-IN | IT HELPDESK | search university web →

College of Arts

arts » **Login to the site**

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Some courses may allow guest access

Forgotten your username or password?

Is this your first time here?

Log on with your normal University GUID username and password.

Problems logging in?

Please contact the Helpdesk if you have login problems.

You are not logged in. ([Login](#))

This will allow you access to the courses listings. Sometimes you will require a second password, called an *Enrolment Key*, which will be supplied by your lecturer/tutor, in order to access individual courses.

Please note that any course is publicly accessible. *You must not upload or otherwise enter any offensive material in any forum, assignment, journal, or any other section of the site.*

When you login for the first time, you will be taken to the **Edit Profile** page, where you *must* enter some required details, as you will see in the illustration below. You will be able to update your Profile at any later time by clicking on your name, which you will find at the top or bottom of the page.

Profile
Edit profile
Blog

Required *

First name*

Surname*

Email address*

Email display

Email activated

City/town*

Select a country*

Timezone

Preferred language

Description* ?

This page can also be accessed from the **People** block, under **Participants** (see image below). Click here and you will be taken to a list of all the people involved with the course – both students and teachers. If your course has been divided into **Groups**, you may only see your own Group.

The MOODLE course page

When you enter a course for the first time you will see a brief overview of the course (or session of a course) at the top of the page. (See the image on the next page). The central and largest part of the page contains the main course material (see below). This can be text, though much of the material you will use will be accessed by links – to web pages, documents, images or whatever other material is suitable for the course.

Your lecturer/tutor will explain in advance how you are to proceed through a course. (Some courses allow access to all modules at any time, in other courses, modules are removed after a set time, while new ones appear).

The screenshot shows a Moodle course page layout. On the left is a navigation sidebar with sections: People (Participants), Activities (Forums, Resources), Search Forums (with a search box and 'Go' button), Administration (Grades, Backup, Restore, Import, Questions, Unenrol me from GC101, Profile), My courses (Dissertation Layout, Effective Ways to Find and use Information, Excel: Graphs and Charts, Fundamentals: Network & File Management, Further Access: Customising Your Database, Further Access: Macros and Modules, Further Access: Performing Calculations, Further Access: Sharing Your Data With Other Microsoft Applications, Further PowerPoint - Multimedia and Special Effects, Helen Marlborough), and a user profile for Helen Marlborough. The main content area is titled 'Topic outline' and contains a large module 'Excel: Graphs and Charts' with a welcome message and course notes. Below this are two numbered sections: '1 Getting Started' and '2 Further Resources'. The 'Getting Started' section includes a link to 'Using Graphs and Charts in Excel' and sub-links for 'Graphs and Charts course notes' and 'Graphs and Charts Practicals'. The 'Further Resources' section includes links for 'Combination charts demo', 'Creating x-y scatter charts', and 'Explore Histograms'. On the right side, there are three informational boxes: 'Latest News' (No news has been posted yet), 'Upcoming Events' (There are no upcoming events), and 'Recent Activity' (Activity since Monday, 21 September 2009, 04:28 PM, with a link for 'Full report of recent activity...').

Note in this image that Moodle module Topic numbers/names are displayed **(1-2)**: some courses will consist of several modules, some are just one large module. Sometimes modules appear under dates rather than Topics

The module shown above consists of headings, each with a different icon representing different types of resource. Some are links to web pages, which will contain text; this can be information, guidance or even a description of an assignment. There can be links to downloadable documents, images, audio files, etc. or web pages off campus. In this instance there are several downloadable *Adobe Acrobat* files – course notes – and a *PowerPoint* file that will open when clicked.

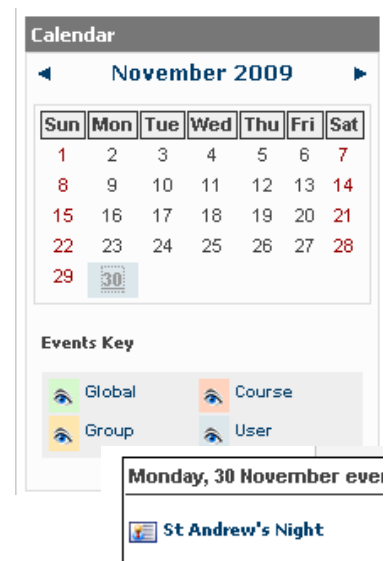
To the left and right of the main section of the page are important features, which the student should be aware of. These can vary according to how your tutor/lecturer wishes to set them up.

First are the **People** and **Recent Activity** blocks (see illustration above). The **People** block allows the student to view the other course **Participants** and edit his/her own profile. The **Recent Activity** block allows access to whatever new resources are made available by the lecturer/tutor at any date. This is distinct from the **Latest News** block, which contains links to course news (for instance your tutor/lecturer might put up information about last minute changes to the course).

Resources can include, forums, quizzes, workshops, etc. Usually, only a selection of the possible options will be available for any one course. If the student is on more than one MOODLE course, these courses will be displayed also as links.

Also, once the student gets underway with the course, an **Administration** block will appear – this will display a link to **Grades** for any assignments submitted and another option for linking to your **Profile**.

Then there is the **Calendar** block, which highlights (with colour) dates on which important events are happening: exams, tutorials, field trips and so on. Clicking on a highlighted date will bring up information about what is happening then. *If you do not see the Calendar*, there will be a link to it under **Upcoming Events** (where a list of such events can be accessed).



MOODLE Resources

Plain Text and Web Pages.

In essence, **Text** pages are simply web pages that do no more than offer information in plain text. **Web** pages make more use of the possibilities of the web, by using formatting (e.g. to show data as a table), images and links (sometimes links are used so that several pages can be combined in the one resource).

Links to Files or Web Sites.

Linking to a file gives the student access to resources such as word documents, spreadsheet files, presentations, etc., which they can download and view on their computer. These are resources provided by the lecturer/tutor. Web sites can be accessed which are off-campus: these allow the student to make use of resources provided by other universities, government bodies, etc. (Note: file resources can be audio/visual files, which will play a recording – this could be a demonstration for instance of a task or experiment; or an interview – or almost anything.)

Link to Directory: sometimes the student will be directed to a folder (directory), which will contain a number of resource files.

MOODLE Activities

The most obvious activity is the **Assignment**. An assignment is an activity that may be marked. If it is to be graded, the assignment page will usually tell you, as part of the instructions, how large the submission should be, what file formats are acceptable to the tutors (if it is to be submitted as a downloaded file) and the due date for the assignment. This is the date and time by which all assignments have to be submitted.

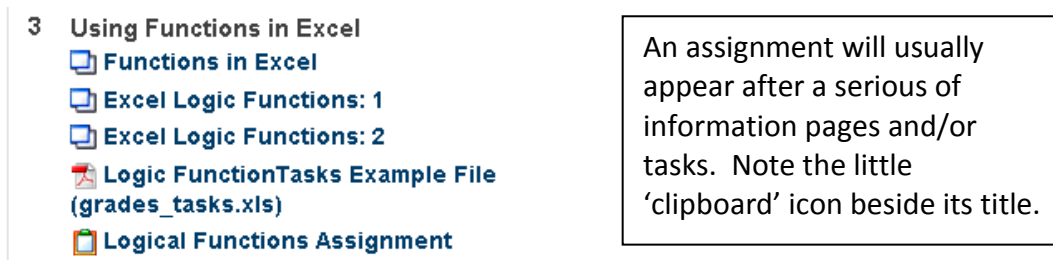
Assignments can be of a type that requires the student to **Upload a file or several files** containing the student's assignment work. This will usually be something like an essay or report, the kind of work you are often given at lectures or tutorials. But it could be any kind of file – e.g. like a presentation or a multimedia file.

In an **Offline assignment**, the instructor will give directions, and the student will complete the assignment. No document is turned in through the assignment tool, though the student may be expected to do an activity within Moodle.

In an **Online Text assignment**, the instructor will give directions, and the student will respond in **an online text box** provided in the assignment tool. The tutor may mark or comment on the student's work

Uploading assignments

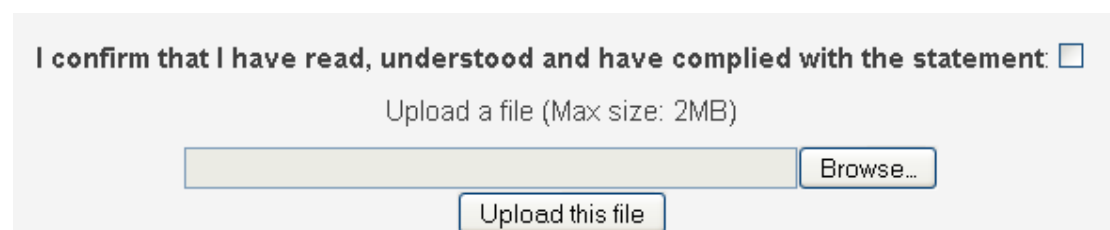
Once you have completed a submission that you need to upload, return to the section on Moodle where the assignment was described. You will see a link to the assignment submission page – in the example here it is named “*Logical Functions Assignment*”. Click this link to go to the page where you submit your assignment.



The image shows a Moodle navigation menu on the left with the following items: '3 Using Functions in Excel', 'Functions in Excel', 'Excel Logic Functions: 1', 'Excel Logic Functions: 2', 'Logic FunctionTasks Example File (grades_tasks.xls)', and 'Logical Functions Assignment'. To the right, a text box explains that an assignment will usually appear after a series of information pages and/or tasks, and notes the 'clipboard' icon next to the assignment title.

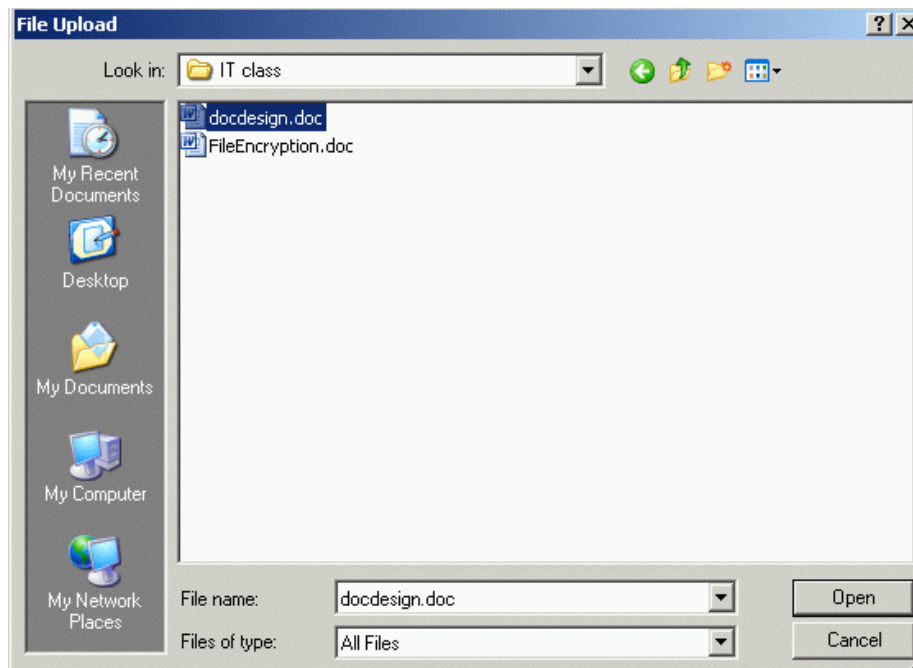
The first thing you will see when reach the submissions page is the *Declaration of Originality* statement. This is part of Glasgow University’s plagiarism policy and is a reminder that your work should follow the universities guidelines on this issue. Read then scroll past this to find the upload interface.

At the bottom of the assignment instruction page you can see the submission section where you upload your completed assignment (as shown below). **Note:** you must click on the confirmation tick box before you proceed.



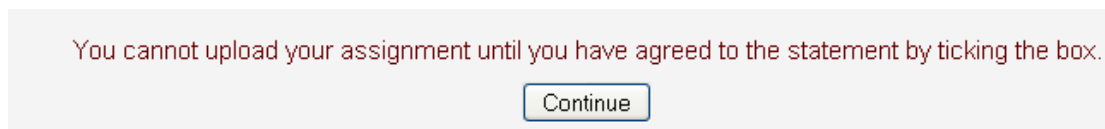
The image shows a submission interface with a confirmation statement: 'I confirm that I have read, understood and have complied with the statement: '. Below this is the text 'Upload a file (Max size: 2MB)', a file input field, a 'Browse...' button, and an 'Upload this file' button.

There are two buttons shown here: **Browse** and **Upload this file**. This is a standard web file upload facility, used on many web sites. Here, click on the **Browse** button to display a standard windows file selection box.



Navigate to the place where you saved your assignment. Select it and the path and filename of the file you selected will be shown in the box to the left of the **Browse** button. Check this carefully! If this is the correct file then click on the **Upload this file** button to submit your assignment.

If you see the following message



.... then return and click the confirmation (Declaration of originality) tick box.

If the upload is successful then Moodle will tell you.

Be careful: if you re-do an upload the previous submission will be deleted. This is useful if you realise you've upload the wrong file but be careful that your final upload is the correct one.

Multiple upload

If you are to upload several files for an assignment there will also be the option to **Send for marking:** you needn't submit until all your documents are uploaded. (So your assignments can still be updated if you wish up to the point that you click this button).

I confirm that I have read, understood and have complied with the statement:

Upload a file (Max size: 1MB)

H:\peop_xl4.xls

Final submission for assignment marking

The upload page should tell you when to send for marking and how many files you should upload. The system will not let you upload more than the required number of files – *so make sure you upload the correct ones.*

As with the single upload you must click the (declaration of originality) confirmation tick box.

When your grades are available for a course, a link will appear in the **administration** block: the student simply clicks on this to view his/her marks.

Although not listed as ‘assignments’, other activities may be given that require you do some work or study and you may also be asked to submit some work or at least answer some questions. These include the following.

Lessons

A Lesson is used when it is necessary to tell the students some information about the topic being taught. The topic is broken into small chunks and shown to the student bit by bit. Each part is re-enforced by requiring the students to answer questions. The students proceed through the material only by answering the questions correctly. Wrong answers are "penalised" either by showing the same material again or going even further back in the lesson, even to the beginning of the lesson!

Forums and **Chats** are used to discuss topics related to the course. They can be used for other purposes too, such as allowing students to exchange information, experiences and advice. A **Forum** can be available *throughout* a course, while **Chats** are usually scheduled to take place at a certain time.

Choices and Quizzes.

These are similar in that they look for interaction from the student.

Choices are simpler: they are like polls. The student gets a series of options and chooses one. The results are the combined choices of all the students on the course.

A **Quiz** is a series of questions, each of which allows students to choose from more than one answer and results are kept separate for each student and can be graded. Students can also receive feedback from a quiz. They can thus form part of a student's assessment or can be used to allow a student to test his/her understanding of the material taught at any point.

Glossaries. A glossary of terms used is a common teaching resource. In MOODLE this can often be accessed, by having words in Lessons and other activities and resources link to the relevant part of the glossary. There is also the possibility of students adding to the glossary, so that it becomes a shared (evolving) resource.

Wiki. This is an activity which allows students to work together on a defined project sharing their experience in a Wiki based structure.